

Kansas City Composite Squadron Position Policies

RECRUITING AND RETENTION OFFICER (RO) (P226)

SENIOR MEMBER POSITION DESCRIPTIONS

Position descriptions at all echelons (region, wing, group, and squadron) are so similar that one broad position description applies to all levels, unless otherwise indicated. Since CAP directives describe in detail the tasks to be performed in each position, each staff officer should become completely familiar with the CAP directives listed in his/her position description. Also, it should be noted that all phases of each position are covered even though some units do not have a particular need for every task.

Squadron commanders are authorized and encouraged to develop more detailed position descriptions for their staff officers to fit the individual unit situation and talents of unit personnel.

DUTIES

Reports to the Public Affairs Officer (PAO)

Advises and assists the Public Affairs Officer on all community events. Formulates plans and establishes policies, procedures, and programs, designed to assist CAP in attracting new members and retaining current members.

They shall:

- Plan and conduct periodic membership drives to attract new members and to stimulate interest in current inactive members with direction from the PAO
- Make presentations to outside groups, both youth and adult, to attract new members
- Place posters and other recruiting materials in strategic locations advertising local meeting times and places
- Stage display booths and provide recruiting coverage at local high schools, shopping centers, air shows, and other public events. CAPR 20-1 (E) 39
- Submit by the 6th a monthly Recruiting Report via email to the Wing Recruiting Officer
- Personally contact individuals expressing an interest in CAP by telephone, written inquiry, etc., and follow up to ensure that all interested persons are fully informed on the CAP program and local unit activities
- Be familiar with all aspects of the Civil Air Patrol program, particularly the CAP Constitution and Bylaws, CAPR 20-1, and CAPM 39-2. familiar with CAPP 201, CAPP 190-1, CAPP 3, current policies and activities of his/her unit, Wing and National